

BMS5280 Fundamentals of Supervision

PURPOSE:	Purpose of this course is to give new supervisors the necessary tools and skills needed to approach the supervisory position in an effective manner. How the new supervisor performs in his/her first position as a supervisor is critical to the success of the work unit and the organization as a whole.
LEARNING OUTCOMES:	Upon completion of this course, supervisors should have guidelines and practical information for recognizing one's personal style, recognizing problems encountered by new supervisors, understanding the role of the supervisor in the overall management process as well as addressing people skills to become personally effective and draw out talent in his/her people.
COURSE CONTENT:	<p>After completion of this course, learners will be able to:</p> <ul style="list-style-type: none">• Work through the transition period from worker to supervisor• Understand supervisory concepts and ideas to implement immediately• Recognize leadership styles, including one's own natural tendencies• Distinguish the difference of expectations from workers and supervisors• Understand importance of knowing and building upon your unique leadership strengths• Grasp the importance of getting to know your team collectively and individually
METHODS:	The class will consist of lecture, presentations, group discussions, application exercises, pre-and post assessments, case studies, skill practices, videos and course evaluation.
LENGTH:	7 Hours / 1 Sessions
AUDIENCE:	Supervisors and managers
PREREQUISITES:	None
CEU CREDITS:	.7